
EFFECTIVE

November 1, 2022.

Subject(s)

1. PSM 713-13, Child Abuse and Neglect Central Registry (CA/NCR).
2. PSM 717-2, Amendment or Expunction.
3. PSM 717-3, Administrative Hearing Procedures.

**1) PSM 713-13,
CHILD ABUSE AND
NEGLECT CENTRAL
REGISTRY (CA/NCR)****Title Change**

Policy renamed from Child Abuse and Neglect Central Registry (CA/NCR) to Central Registry and Confirmed Perpetrator Notification.

Overview

Confirmed cases of child abuse and/or neglect resulting in central registry placement require notification to the identified perpetrator. Confirmed cases of child abuse and/or neglect that do not result in central registry placement also require notification to the identified perpetrator.

**Placement on
Central Registry**

The department must classify a confirmed case of the following as a central registry case:

- Methamphetamine production.
- Serious abuse or neglect.
- Sexual abuse.
- Sexual exploitation.

Criminal Court Conviction

A court entering an order of conviction for a violation involving a minor victim and any conviction involving the death of a child must

request that the conviction be classified as a central registry case by the department.

Placement on Central Registry Notification

Notification to the perpetrator being placed on central registry must be completed and documented by using the DHS-847a, *Perpetrator Notification* letter in the electronic case management record. This notice must be sent by registered or certified mail, return receipt requested, and delivery restricted to the addressee within 30 calendar days after the classification of a confirmed central registry case. If the notification is returned "refused" or otherwise undeliverable, the envelope and receipt must be uploaded to the electronic case record.

Confirmed Cases - No Placement On Central Registry Notification

Notification to perpetrators of confirmed cases of abuse or neglect, who are not required to be placed on central registry, must be completed within 30 calendar days after the classification of a confirmed case and documented using the DHS-847c, *Notice of a Confirmed Case* letter in the electronic case management record. This notice must be sent by first-class mail to the identified perpetrator.

Central Registry Clearances

References to the utilization of the DHS-835, *Central Registry Clearance - No Perpetrator Notification Record Notice*, have been removed. This form is obsolete.

Reason: Alignment with Child Protection Law, program office recommendations.

2) PSM 717-2, AMENDMENT OR EXPUNCTION

Definitions

Definitions have been updated to include the following:

Amendment

Correction of specific information within a case record.

Expunction

The process of removing or eliminating information within a record, such as removing an individual from central registry.

Reason: Child Protection Law requirements.

**Amendment/Expun
ction of Case
Record - Central
Registry
Placement**

An individual who is placed on central registry may request amendment of an inaccurate report or record from the central registry and local office file. MCL 722.627j

Note: This does not apply to an individual where the court has entered an order of conviction.

**Amendment of
Case Record -
Confirmed Case**

An individual who is the subject of a report or record made under the Child Protection Law may request the department amend an inaccurate report or record within 180 calendar days from the date of service on the DHS-847c, *Notice of a Confirmed Case*, MCL 722.628.

Note: Confirmed cases can only be amended, not expunged.

**Facts do not
Support
Amendment/
Expunction**

If the local office completes the review and the determination is not to amend or expunge, the local office will forward the DHS-847a, *Notice of Placement on Central Registry*, or DHS 1200c, *Confirmed*

Case Amendment Action request along with reasoning for denial and any supporting information to the Expungement Unit at DHHS-Expungement-Unit@michigan.gov within 2 business days. See [PSM 717-3, Administrative Hearing Procedures](#), for the expungement unit administrative review process.

Amendment to Children's Protective Services (CPS) Record

If the local office supports amendment/expunction, CPS must create an amendment to the corresponding DHS-154, *Investigation Report*, and correct any inaccurate information in the electronic case record. The decision to amend/expunge must be made by a children's services supervisor. The individual must be notified via the DHS 1200c, *Confirmed Case Amendment Action* or the DHHS-1200, *Child/Abuse Neglect - Central Registry Expunction Action*.

Administrative Review Request Extension

If a written request is submitted within 60 calendar days after the 180 calendar days from the date of service on the DHS-847c, *Notice of a Confirmed Case*, or DHS-847a, *Notice of Placement on Central Registry*, with good cause, a review and request for hearing must occur. Examples of good cause includes, but is not limited to, hospitalization or incarceration of the perpetrator.

REMOVAL FROM CENTRAL REGISTRY AFTER 10 YEARS

Not more than once every 10 years after an individual has been listed on the central registry, the individual may request a hearing requesting removal from the central registry. Except for confirmed sexual abuse, confirmed sexual exploitation, and placement on central registry as a result of a criminal conviction, the department must hold a hearing to determine whether the information should be maintained on the central registry; see [PSM 717-3 Administrative Hearing Procedures](#).

If an individual does not receive an expungement, the department must maintain the information in the central registry until it receives

reliable information the perpetrator of the child abuse or child neglect is deceased.

Reason: Alignment with Child Protection Law.

3) PSM 717-3, ADMINISTRATIVE HEARING PROCEDURES

Overview

A person who is the subject of a report or record made under the Child Protection Law and placed on central registry may request amendment or expunction.

The local office must forward the DHS-847a, *Notice of Placement on Central Registry*, or the DHS-1200c, *Confirmed Case Amendment Action*, signed by the petitioner, within 2 business days of receipt to the Expungement Unit at DHHS-Expungement-Unit@michigan.gov.

Definitions

The following definitions have been added to provide clarification for local office staff:

Administrative Review

For purposes of this policy, a review of the case record conducted by the department.

Administrative Hearing

For purposes of this policy, a hearing conducted by an Administrative Law Judge (ALJ).

Administrative Law Judge

Any person assigned by the hearing system to preside over and hear a contested case or other matter assigned, including, but not limited to, tribunal member, hearing officer, presiding officer, referee, and magistrate.

**Administrative
Review**

Upon receipt of a written request for amendment/expunction of a case record or report, the expungement analyst must review the electronic case record within two business days of assignment to determine if additional documents need to be requested from the local office to complete the administrative review request.

**Administrative
Hearing
Procedures -
General
Formatting**

Updates include reformatting to provide a concise outline of the administrative review process.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[PSM 713-13](#)

[PSM 717-2](#)

[PSM 717-3](#)